

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling	Section.			
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE		
Application Date	Georgia Ports Authority	Application Number		
March 23, 1983	Trade Development - Marketing Service			
Application Number	Post Office Box 2406	Date Received 1 8 1985 ate Completed		
95	Savannah, Georgia 31402	APR 4 1983 JUN 7 1983		
2. Person to Contact	Working Title	Telephone Number		
Becky L. Collins	Executive Secre	etary (912) 964-3811		
b. Dispose of present a c. Damend Application 4. Dames of Series Earliest Latest	Schedule; record will continue to accumulate. ccumulation; no further accumulation anticipated. No Check One: Change; Sur 5. Records Series Title (followed by title used in office)	; if different)		
1978 Current	State and Federal Government Department			
6. Division and Office Functio	n What is the function of the Division and the Offi	ice in which this record series is created?		
research, developmentariff structure.	ces Department of the Trade Development and sales functions of the Authority Assists the Director of Trade Developmentes plans from market analyses and leads	including marketing analyses and to in the development and		
	The second secon	•		
7 Paged Social Description	This file contains the following documents (include for	rm numbers and titles if anyl:		
7. Record Series Description	Attach samples of the file.			
Documents relating to: St	cate and Federal Government Departmental	compiled data. Reference file.		
	es, monthly/quarterly/annual reports and activities and cargo movments.	newsletters depicting port		
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File is arranged: chronol	logically by month within Government age	ncy.		
8. Monthly Reference Rate	How often are records referred to which are:	_		
One to six months old0 twenty-five months and old	to 1; Seven to twelve months old 1 to 2; Thirder 4 or more			
9. Annual Rate of Accumulati	ion of Records			
Letter-size grawers	; Legal-size drawers <u>One</u> ; Shelves	, Other (specify)		
en e				
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a. Is this the official copy of the saries? If not. When sist in the control of the saries? If not. When sist is a vital regord? X d. Does this saries are contain confidential information requiring security handling? If yes, cite law or regulation. X d. Does this saries have historical or long term research value? a. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents it be sticked as search yes. X d. Contains the school contained in this series are published? If yes, attach copy. X f. Is the information contained in this series are saries are vanabyted and/or recorded in a summarized report? If yes, attach copy. X l. Is the information contained in this series are vanabyted and/or recorded in a summarized report? If yes, attach copy. X l. Is the inserved of contained in this series are vanabyted and/or recorded in a summarized report? If yes, attach copy. X l. Is the inserved of a maior portion of till requirefy microfilmed? X l. Is this series for a maior portion of till requirefy microfilmed? X l. Does the record series result in a composer or inforut? If Retention Requirements a proceed of the process of the series to be kept: 3. State Law years. 4. Auditic period years. Attach copy or excerpt of laws or regulations. Explain administrative need. This series contains historical and research data relating to cargo sovements over domestic ports. Answered Disposition instructions This series be cut off at the end of each: Delendar Year: (S Fiscal Yea	YES	NO	10. Questionnaire	(Place an ")	(" in the proper co	olumn)	
Notes the series consulin confidential information requiring security handling? If yes, cite law or regulation.	Х				series?		No.
X C. is this a vital record? X J. Does this series have historical or long term research value? A. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? A. H. Is the information contained in this series ever analyzed and/or recorded in a summarized report? X I. It was attach conv. A. It is there a duplication of this series in your office, or in another office or agency? X I. It was, where? X I. It is this series for a malor partition of the series in your office, or in another office or agency? X I. It is this series for a malor partition of the series in your office, or in another office or agency? X I. It is this series for a malor partition of the series to be kept: A. I. It is this series for a malor partition of the series to be kept: A. Statute of limitation years. A. Statute of limitation years. A. Statute of limitation years. A. Administrative need 12 years. C. Federal law years. A. Administrative need 12 years. Attach copy or except of laws or regulations. Explain administrative need. This series contains historical and research data relating to cargo movements over domestic ports. C. Federal law years. C. Federal records contains historical and research data relating to cargo movements over domestic ports. C. Federal records contains historical and research data relating to cargo movements over domestic ports. C. Federal records contains historical and research data relating to cargo movements over domestic ports. C. Federal records contains historical and research data relating to cargo movements over domestic ports. C. Federal records contains historical and research data relating to cargo movements over domestic ports. C. Federal records contains historical and research data relating to cargo movements over domestic ports. C. Federal records contains historical and research data relating to cargo movements over domestic results. C. Federal records contains historical and research			,	4	lential information	requiring security handling? If yes, cite law or reg	ulation.
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